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__ Chief, Forms Management Branch, Management Improvement Staff

16 November 1954

Chief, Tachnical Accounting Staff, Office of the Comptroller

Use of RAVORD Form 1877

REF

: Your informal memorandum to Area Records Officer, Office of the Comptroller

- 1. The referenced memorandum requested concurrence of this Office concerning the suggestion that the NAVORD form be provided to Agency employees for their use beginning with calendar year 1955 in maintaining a personal leave record. For your information, this Office has been collaborating with the Management Improvement Staff in experimenting with several alternative methods for maintaining efficial leave records and it is contemplated that some decision will be made in the near future as to the procedure to be adopted. Each of the methods under study contemplates that current information would be available to employees throughout the year as to their leave balances, thus obviating the necessity for each employee to maintain a personal leave record.
- 2. In the event the present leave record procedures are continued, however, consideration will be given to providing individual employees with a simplified form on which they can maintain a record of leave taken and leave balances.

/5/

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TAS/FWG: jh (16 Nov 54)

Distribution:

Orig. & 1 - Addressee

1 - Deputy Comptroller

1 - Comptroller (Records Management Officer)

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1 - TAS Subject

Approved For Release 2002/07/12 TO AHDEVS 100045A000200030002-4 TO STATES GOVERNMENT

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SUBJECT: Use of NAVORD Form 1677 in Lieu of SF-1137, Leave Record

In reference to your note concerning the above, we would like to suggest that this matter be referred to the Comptroller since his Office is the group primarily interested in maintenance of leave records for Agency employees. The NAVORD form, however, does appear to be the form most easily interpreted from an employee's viewpoint.

It is also suggested that your Staff refer to Form 60-141, Leave Schedule, used by supervisors in GCD. The latter form is not an individual employee record but reflects certain design characteristics similar to the NAVORD form.

1s/ HCM

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STANDARD FÖRM NO. 84* Approved For Release 2002/07/12 CIA-RDP79-0006-000200030002-4

Office Memorandum . UNITED STATES GOVERNMENT

TO : Chief, Forms Management Branch, MS DATE:

DATE: 26 August 1954

25X1 FROM : ______ PAS/OP

SUBJECT: Use of NAVORD Form 1877 in Lieu of SF-1137, Leave Record

In reference to your note concerning the above, we would like to suggest that this matter be referred to the Comptroller since his Office is the group primarily interested in maintenance of leave records for Agency employees. The NAVOHD form, however, does appear to be the form most easily interpreted from an employee's viewpoint.

It is also suggested that your Staff refer to Form 60-141, Leave Schedule, used by supervisors in OCD. The latter form is not an individual employee record but reflects certain design characteristics similar to the NAVORD form.

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Approved For Release 2002/07/12 : CIA-RDP79-00065A000200030002-4

MAYORD FORM 1877 (Rev. 11-53)

NAME	ACCUMULATED LEAVE AS OF 3 JANUARY 1954	
	ANNUAL HOURS	SICK HOURS
* ·		

Each horizontal line of dates indicates a pay period, at the end of which the number of hours of leave earned should be added, and the total number of hours of leave taken deducted.

ANNUAL LEAVE IS COMPUTED ON LENGTH OF SERVICE AS FOLLOWS DAYS EARNED HOURS EARNED LENGTH PER YEAR PER PAY PERIOD OF SERVICE 13 4 LESS THAN 3 YEARS 20 6 3 YEARS-BUT LESS THAN 15 YEARS 26 8 15 YEARS-OR MORE

Sick leave is earned at the rate of 4 hours per pay period.

NOTE: No leave is earned for other than a FULL pay period.

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